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27 MAR 1964

DOCUMENT DIVISION, OCR

Activity Log of Selected Items for Week of 23 March 1964

1. OCR Activity Reports, comments on.

2. Personnel Forecast, comments on.

25X1

3. OSI Request for documents from _____

4. Double handling of Open Literature Serials - Library & DD.

5. Number of copies of MAC-V Reports - DD/P - FE Division.

6. Reading requirements for OCI (MIL) being reviewed.

7. DIA Single Point for Dissemination within Defense establishment
   will become operative 31 March 1964 - is causing some difficulties.

25X1

8. Arranging for dissemination of COMINT USIB papers [_____] -

25X1 [_____]

9. Preparing for test to determine feasibility of disseminating bibliographic
   (DARE) references to analysts pertinent to intellofax codes in lieu
   of copies of reports.

10. Several items for DARE Committee including improvement of certain
    "poor copy" elements, security aspects, procedure for handling poor
    copy, plans for DARE briefing, etc.

11. Establishing specific categories of meaningful numbers for
    miscellaneous information reports.

12. Revision of "NODEX" standards for information reports not selected
    for Intellofax System.

13. Indexing of collateral non-NPIC PIC reports.

25X1 14. Compiling statistics for briefing paper for DD/I under preparation by
    [_____]

15. Filing of RFE Telex enclosures to CSLT Reports.

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25X1

16. ☐ preparing for briefing of OCR Staff on 3 day NBS/ADI Symposium on Statistical Association Methods for Mechanized Documentation.

17. Indexing of FDD Summaries

18. Department of Agriculture request for CIA Information.

19. Dissemination to FIB.

20. Maintenance of Teletype File in Special Dissemination Section.

21. Gradual reduction of overtime spent in Special Dissemination Section.

25X1

22. Tape difficulty for Justowriter - ☐

25X1

23. ☐ will meet with Agency Committee on Handling of TS and Codeword Material for briefing on Codeword Questionnaires.

25X1

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Chief, Document Division

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